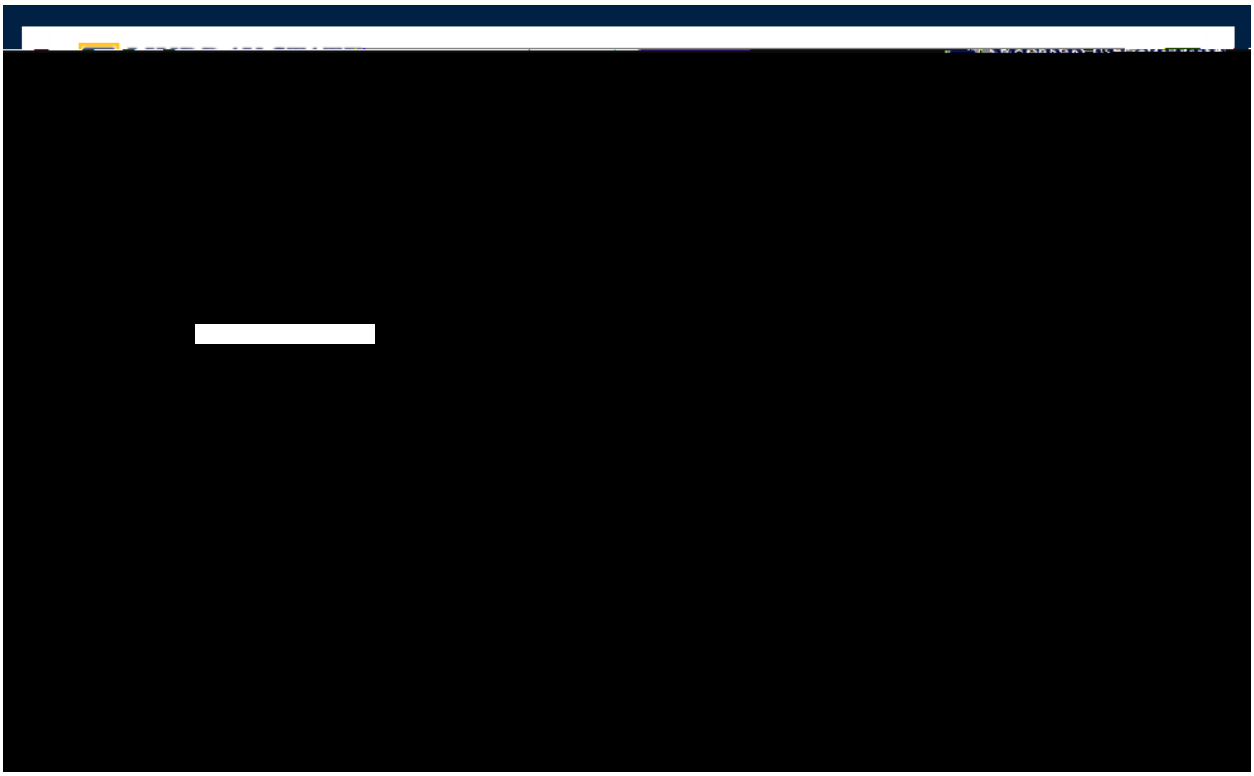
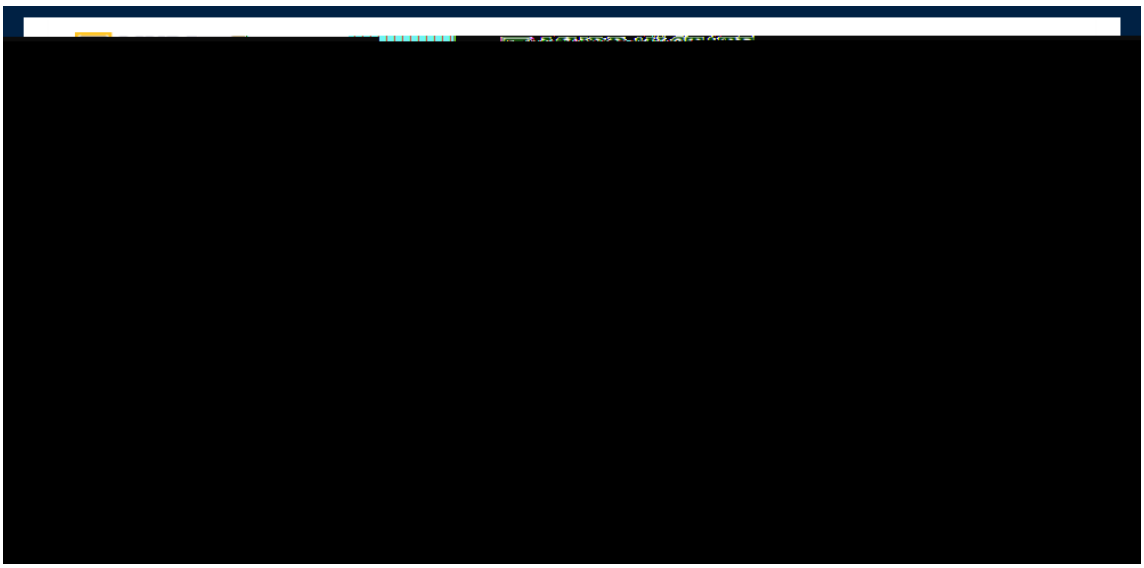
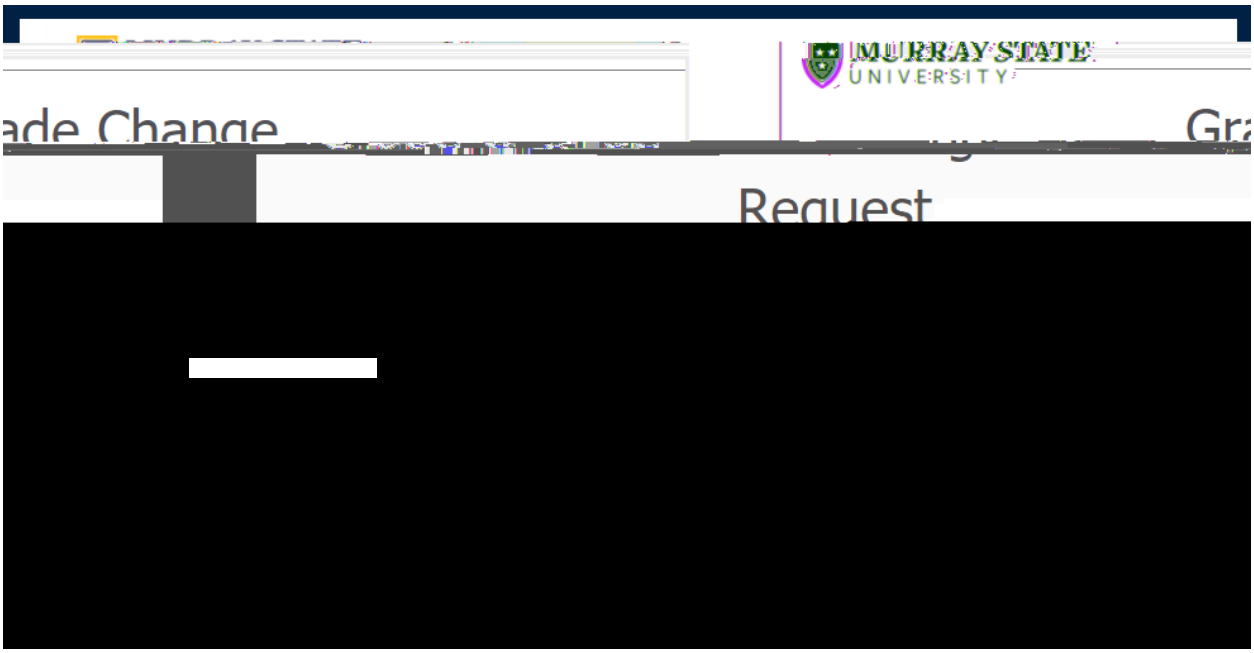
The Instructor must at least select a TERM from the dropdown menu before clicking NEXT. CRN and Student ID may be left blank or populated.

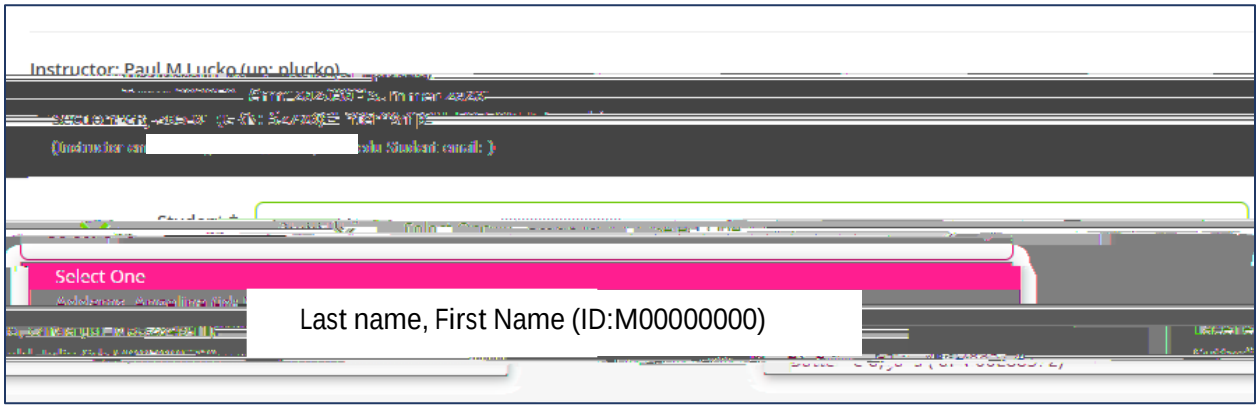


If only TERM is selected in previous step, the instructor will then choose a SECTION from the dropdown menu and click NEXT to continue.

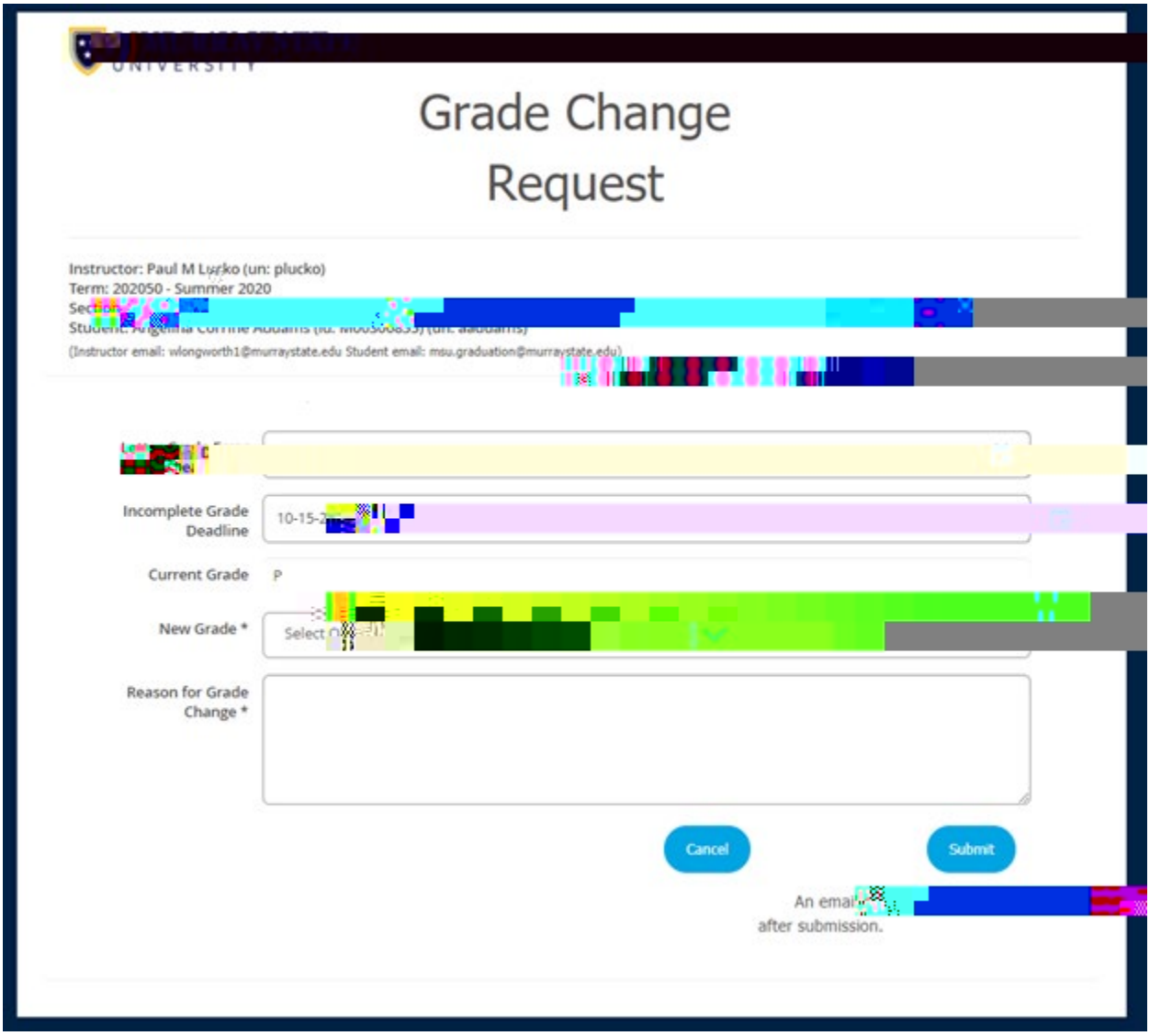
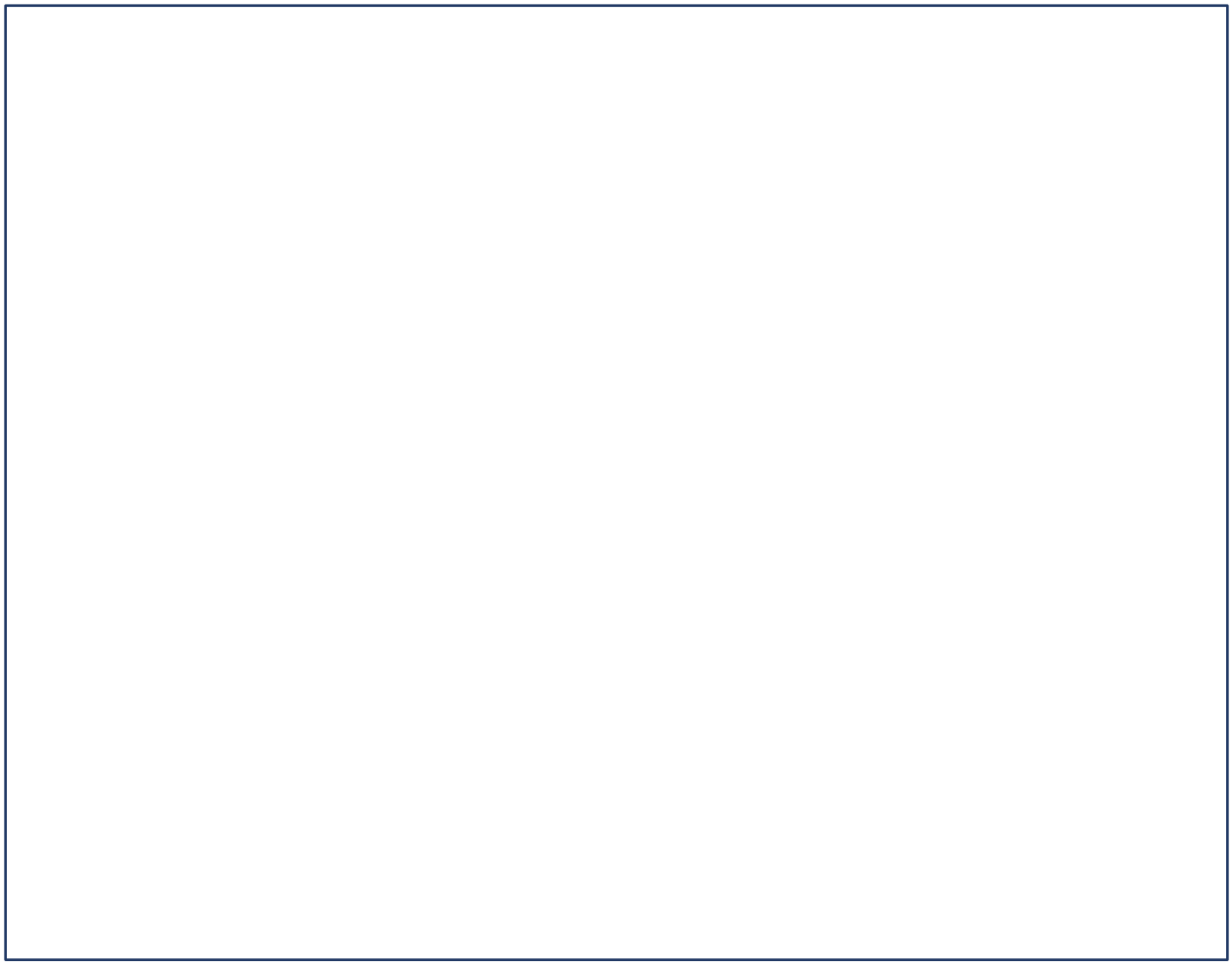


Once a section is selected, the instructor will choose the student from the STUDENT dropdown menu and then click NEXT.





The screen will show all of the instructor, course, and student information at the top. The instructor will also see the deadline dates for letter grade errors and incomplete changes. The current grade is displayed directly above the NEW GRADE dropdown menu.


Grade Change
Request
Instructor: Paul M Lucko (un: plucko)
Term: 202050 - Summer 2020
(Instructor email: wlongworth1@murraystate.edu Student email: msu.graduation@murraystate.edu)
Incomplete Grade Deadline
Current Grade
P
New Grade *
Reason for Grade Change *
Cancel
Submit
after submission.